City of Sierra Madre

Memorandum

To: Honorable Mayor and Members of the City Council

From: Elaine I. Aguilar, City Manager

Date: June 22, 2012

Subject: City Manager's Report

CITY MANAGER

CITY COUNCIL MEETING

The agenda for Tuesday's Council meeting was uploaded to the City's website earlier today. The file is rather large as more than 600 pages of documents comprise the entire packet. Please note that the large file size will result in slow download times. We did an experiment and it took one of the office PC's about 5 minutes to open the document and an Ipad about 2 minutes – which seemed like an eternity!

There is one closed session item on Tuesday night's agenda, which is scheduled to begin at 5:30 pm, a little later than usual.

DATES FOR YOUR CALENDAR

Dates for The Council's calendar:

- June 26th City Council Meeting
- July 4th Parade
- Honors Dinner Thursday, Sept 13th at the Alverno Villa

THIS WEEK'S MEETINGS

Please note that the agenda is available on the City's website approximately 72 hours before the meeting. Next week's meetings are:

- Monday, June 25th Oversight Board Meeting, 6:30 pm
- Tuesday, June 26th City Council Meeting, Closed Session at 5:30 pm, Open Session at 6:30 pm
- Wednesday, June 27th Library Board of Trustees, 7:00 pm
- Thursday, June 28th Green Advisory Committee, 7:00 pm

OVERSIGHT BOARD APPOINTMENT

Today, I was notified that the Pasadena Community College District has appointed a new Board Member to Sierra Madre's Successor Agency Oversight Board. Mr. Robert G. Miller, Vice President of Educational Services is the new appointee.

There is a quorum of Board members for Monday's 6:30 pm meeting.

COMMISSIONER UPDATE

This information was in last week's report – but we are still short on Commissioner applications for vacancies. As a reminder, beginning July 1st, we have a number of termed-out Commission positions. There will be vacancies on the following Commissions due to Commissioners serving-out their terms:

- Planning Commission- Two Planning Commissioners are termed-out
- Community Services Commission (Youth position)
- Senior Commission One Senior Commissioner is termed-out
- Tree Advisory Commission One Commissioner is moving out of Sierra Madre

At this time one application has been received for Senior Commission and four applications have been received for the Planning Commission. (You will note that the Planning Commission appointments have been scheduled for the July 24th meeting.) If you know anyone who is interested in volunteering on a Commission, please direct them to the City's website or the City Manager's office.

UPCOMING COUNCIL MEETING ITEMS

Please note this is staff's best estimate of the scheduling of future agenda items. This schedule is subject to revision as agenda items may be rescheduled to a future meeting, and are occasionally moved forward. Items may be rescheduled due to staff needing additional time to complete an item, too many items on a single agenda, or other issues impacting scheduling. Items are not listed in the order that they will appear on the Council's agenda. Additionally, agenda items are occasionally dropped from the list. (Agenda items are only deleted when it is a staff generated item that is no longer necessary, or if a Council Member withdraws a requested item.) Lastly, the Mayor determines the scheduling and order of agenda items.

10-Jul	City	Consent	CUP: Household Hazardous Waste Round-Up
10-Jul	City	Consent	AT&T / T-Mobile agreement
10-Jul	City	Consent	One Carter/Stonegate Pedestrian Easement
10-Jul	City	Consent	One Carter/Stonegate Conservation Easement
10-Jul	City	Consent	Warrants
10-Jul	City	Consent	Terms & Conditions of Employment for Fire Capt.
10-Jul	City	Consent	Facility & Program Policy
10-Jul	City	Consent	Conflict of Interest Statement
10-Jul	City	Public Hearing	Ordinance: Recovery of Legal Fees
10-Jul	City	Public Hearing	Kensington Project
10-Jul	City	Discussion	City Council Succession Policy (Koerber)
10-Jul	City	Discussion	Strategic Plan Update
10-Jul	City	Discussion	Building Inspection Services
10-Jul	City	Discussion	GPSC Technical Background Report (Strategic Plan)

10-Jul	City	Discussion	Middle School Discussion
24-Jul	City	Consent	Warrants
24-Jul	City	Public Hearing	Kensington Project
24-Jul	City	Public Hearing	Revised TUP Guidelines (tentative)
24-Jul	City	Discussion	Rose Float Association (Harabedian)
24-Jul	City	Discussion	Planning Commission Appointment
24-Jul	City	Discussion	Ordinance: Water Conservation-Penalty, Appeal, & Phase 3
24-Jul	City	Discussion	Update: Redline General Plan from GPSC (Strategic Plan)
24-Jul	City	Discussion	Annual Water Revenue Review
14-Aug	City	Consent	Award of Bids for Janitorial and Grounds Maintenance
14-Aug	City	Consent	Quarterly Financial Report
14-Aug	City	Consent	Warrants
14-Aug	City	Discussion	Strategic Plan Update
11-Sep	City	Consent	Approval of finance agreement for One Carter Storm Drain
11-Sep	City	Consent	Warrants
11-Sep	City	Consent	Unaudited Balances and \$25,000 Contracts
11-Sep	City	Discussion	Strategic Plan Update
11-Sep	City	Discussion	Public Facility Fees
11-Sep	City	Discussion	Resolution: Transient Occupancy Tax Fee
11-Sep	City	Discussion	RFP Housing Element

COMMUNITY SERVICES

TRANSITIONS

Staff has been busy this week beginning the transition and training for new (reassigned) job responsibilities. You may have noticed Susan Clifton at the front counter and Adam Matsumoto at the Hart Park House. As staff continues to learn their new job duties our response times may be a bit slower, but we will continue to provide excellent customer service to all our patrons.

4TH OF JULY

Because of a generous donation from the Sierra Madre Community Foundation, the 4th of July Committee renovated the Sierra Vista Park volleyball court on Saturday, June 16th. The Committee replaced the net and pole padding in addition to filling the area with new sand. This week the Committee completed the parade line up and mailer, which will be mailed to all the residents – you will notice the mailer does not request donations (although donations are always welcome) thanks to sponsors, this year's Committee has already raised more money than in the past 5 years!

CONCERTS IN THE PARK

The first concert was Saturday June 16, 2012. The Pasadena Community Orchestra's concert was extremely well attended by the public, attracting more patrons than some of the concerts in previous years.

COMMUNITY SERVICES COMMISSION

The Commission had a short meeting on Monday where the main discussion items focused on updating policies for programs and contract classes. The Commission also received reports on the Parks and Facilities Master Plan as well as City's aquatics program transition to Waterworks Aquatics.

DEVELOPMENT SERVICES

6/21 PLANNING COMMISSION MEETING

The Planning Commission held their regular meeting this past Thursday, June 21, with one public hearing item, a CUP application to construct a new 5,675 square-foot single-story residence at 756 Auburn (Richard Meaglia property). The Planning Commission approved the CUP with a 4.2.1 vote (no - Paschall and Spears; abstain – Pendlebury). The majority approval was based on the revision to the plans from the previous two-story residence to a one-story residence, which addressed the Council and Commission's prior bulk and mass concerns.

This meeting was the last meeting for Gina Frierman-Hunt and Russell Replogle, who have completed their second terms, each having provided 8 years of volunteer service to the Commission. The Commission expressed their compliments and well wishes to Gina and Russ. Two seats of the Planning Commission will be vacant until appointments are made by the Council.

HUMAN RESOURCES

RECRUITMENT

- PT Records Clerk Conditional Offer Extended
- PT Code Enforcement Officer -Applications under review
- PT Senior Specialist Applications accepted through July 11, 2012
- PT Engineer II Recruitment was frozen in January, will resume with oral interviews in July
- PT Paramedic Accepting applications through July 20, 2012
- Accounting Manager Testing was held on June 20, interviews will take place June 27, 2012
- Police Desk Officer/Dispatcher (1) Internal candidate to start June 23rd; (1) External candidate in backgrounds. A second testing is being scheduled in July to fill the third vacancy.
- Police Sergeant Need to re-advertise the opening, evaluating options, have had 8 recruitments for this positions in 5 years
- Fire Captain Interviews with the City Manager scheduled for June 25, 2012
- Water Pump Operator Applications accepted through July 6, 2012

LIBRARY SERVICES

STAFFING

Mellanie Reeve, a former part-time employee, has been offered the position of Electronic Resources Analyst with a proposed start date of July 2. Mellanie will be working full time to maintain and design the City's webpage, assist with Document Management for the city, and will be working in the library at the service desks, collection development and other technology needs as they arise. She will be rotating in on evenings and weekends as needed. We are very pleased to welcome Mellanie full time!

Now, for more sobering news; as you are aware, the Library was charged with reducing approximately 4200 PT hours for the upcoming fiscal year 2012/2013. Even with some PT staff retiring or leaving to accept full time work elsewhere, more hourly and staffing reductions needed to be made. Director Thomas and Deputy Director Kuo have developed a staffing schedule that will continue our current hours of service and most of our programming levels. Full time staff, will be working two nights per week, as the schedule demands, to cover the Library's open hours. The Library will continue to provide excellent customer service!

GOOD THINGS HAPPENING IN THE LIBRARY

There are some new and improved things happening in our library:

- The new Rotary Children's Library is open
- The Summer Reading Program began June 18 and already over 50 adults, 48 teens, and more than 150 children have signed up to participate!
- Documents Management System for the City is up and running
- The book and materials budget has been maintained
- New databases coming soon: Ancestry.com and Dear Reader
- The book ordering/invoicing process is being streamlined
- A community survey will be conducted this summer
- The California History collection has been moved out of a small room and into the former Reference area for all to check out and enjoy.

All of these good things are occurring when other libraries are struggling to stay open. Sierra Madre Public Library has fantastic community and city-wide support!

FRIENDS GROUP HOLD ANNUAL THANK YOU DINNER FOR VOLUNTEERS

The Friends held a lovely appreciation dinner on Wednesday, June 20, for the volunteers, Board Members, our Mayor, members of the City Council and our City Manager, Elaine Aguilar. All of these folks provide support throughout the year for the library. The Friends raise funds in three separate manners: Book Sales, Annual Wine Tasting Event, and Annual Art Fair. The Partners also provides financial support. This year funds helped to support the Children's Room Remodel, library programs and the collection.

SUMMER READING PROGRAM FOR ALL AGES!

Sign-ups for our Summer Reading Program "Dream Big- Read!" began June 18. Children, teens and adults can sign up for the program, read books, and earn prizes throughout the summer until August 11.

In addition, special family-friendly programs have been scheduled:

- Monday, June 25 at 10:00 am *The Rainbow Fish*, an interactive show
- Monday, July 9 at 10:00 am The Prince and the Pirates, Franklin Haynes Marionettes
- Monday, July 23 at 10:0 am *Ukulady* songs to promote fearlessness and friendship
- Monday, August 6 at 10:00 am Up All Night, Animals of the Dark, Wildlife Company

EREADER PROGRAMS AND TRAINING SET FOR JUNE AND JULY

Patrons are invited to the library to learn how to download free eBooks to a Kindle, iPad, Nook and other mobile devices. The library owns all of the above devices and is excited to show patrons how easy it really is to use and read an eBook!

MORNING SESSIONS

MONDAY, JUNE 25, 10-11:30AM SATURDAY, JUNE 30, 10-11:30AM SATURDAY, JULY 7, 10-11:30AM WEDNESDAY, JULY 25, 10-11:30AM **EVENING SESSIONS**

TUESDAY, JULY 17, 7-8:30PM MONDAY, JULY 30, 7-8:30PM

Registration is required; please call the Library for more details.

POLICE DEPARTMENT

MOUNTAIN LION TRAINING FOR STAFF

This week several officers from the Sierra Madre Police Department attended "Mountain Lion Training" presented by the Los Angeles County Sheriff's Department and the Mountain Lion Foundation. As you may know we have two very large mountain lions in our community. They primarily feed on deer and the Police Department has noticed a steady decline of the deer population in community. The Police Department is taking a pro-active approach on how to humanely deal with these animals as they may venture lower into the community seeking other types of food.

PUBLIC WORKS

MWD PROJECT TO BEGIN DECEMBER OF 2012

The long awaited and vital Sierra Madre water system connection to Metropolitan Water District's Foothill Feeder is nearing the end of its design phase. Public Works staff met this week with the MWD design and construction teams to discuss traffic issues and construction timing. The first phase of the construction will begin mid-December and take 5-7 days of continuous, round-the-clock work in East Grandview adjacent to Sierra Madre Wash. The work is slated for the period during the annual shut-down of the 10' diameter MWD pipeline for maintenance, as the pipeline has to be drained to construct the connection.

Due to the depth of the excavation and types of equipment being used, Grandview will have to be completely closed to through traffic for the duration of the first phase. The closure will be between Foothill Avenue and Acacia, with those streets being used as a detour.

The second phase will be scheduled immediately after the holidays. This will take 2 1/2 to 3 weeks and will require the closure of the same section of East Grandview during daytime work hours only. This phase will not require night-time work.

Staff plans to provide ample notification of residents of the impacted area once specific dates are known, and MWD staff has been encouraged by Director Inman to advise us of those dates as soon as possible. MWD has assured staff that all residents of the area will have access to their homes at all times

WATER TOURS OFFERED

Public Works staff would like to remind the community that we can arrange for small groups to tour the City's water system. Tours are offered at no cost and can be arranged for groups of two to 10 people at a time. To arrange tours, contact Director Inman at (626)355-7135 x 801.

IN ADDITION

The San Gabriel Valley Municipal Water District has recently begun a system tour of its own. The tours are designed to include primarily City Council members, but may also be attended by invitees from the community, local environmental groups, and City management and water department staff. The tours are offered Tuesdays through Thursdays and include continental breakfast and box lunches. Tours would begin at City Hall and include visits to multiple District facilities which bring water from the State Water Project to the San Gabriel Valley. The tours are set up for groups of 15-35 people and require 3-4 weeks of lead time to arrange. Member cities Azusa and Monterey Park have already had tours. Alhambra is scheduled for October. Sierra Madre may schedule a tour at any time, August excluded.